



**DEPARTMENT OF THE ARMY
HEADQUARTERS
U.S. ARMY MANEUVER SUPPORT CENTER AND FORT LEONARD WOOD
FORT LEONARD WOOD, MISSOURI 65473-5000**

FLW Supplement 1
to AR 600-38

15 August 2002

Personnel - General
THE MEAL CARD MANAGEMENT SYSTEM

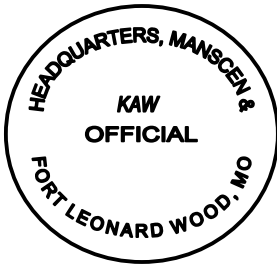
Summary. The change to this publication reflects transition to the United States Army Maneuver Support Center and Fort Leonard Wood, (MANSCEN & FLW).

Applicability. This supplement is applicable to all subordinate commands, tenant organizations, and activities located on the Fort Leonard Wood installation.

Supplementation. Further supplementation of this regulation is prohibited unless specifically approved by Headquarters, MANSCEN.

Suggested Improvements. The proponent agency of this supplement is the Directorate of Information Management (DOIM), Support Division. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to DOIM Support Division, ATTN: ATZT-IM-SP, 464 MANSCEN Loop, Suite 001, Fort Leonard Wood, MO 65473-8296

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1. AR 600-38, 11 March 1988, is supplemented as follows:

Page 3, paragraph 2-2a. (Added), Meal cards will be issued at battalion level.

Page 3, paragraph 2-2b. (Added), Each major subordinate commander will appoint a primary and alternate Meal Card Control Book Control Officer (BCO) to perform duties specified in this regulation. The BCO appointed in major commands that are single battalion size units may be appointed to perform both the BCO and MCCO functions. Commanders of tenant activities who have troops subsisting in installation dining facilities will also appoint a BCO who also may be appointed to perform Meal Card Control Officer (MCCO) functions. BCO will be an officer, a soldier (E7 or above or an E6 filling one of those positions), or a civilian (GS-09 or above) and will be other than food service or TISA personnel. Appointments will be made on memorandum with one copy and a DD Form 577 will be forwarded to the publications stockroom (ATZT-IM-SP).

*This supplement supersedes FLW Suppl 1 to AR 600-38, 5 December 1988.

Page 4, paragraph 2-3h. (Added), Services Division, Directorate of Logistics will review MCVO appointments and performance during quarterly food service reviews. Problems identified during this review will be reported to the MCVO appointing authority for necessary action.

Page 4, paragraph 2-6. (Add subparagraph i), i. Reviewing quarterly, active meal card control registers against leave and earnings statements by sampling to ensure individuals are not receiving duplicate entitlements (BAS and meal card use privileges). This review will be made a matter of record and maintained with the meal card control register. The review will be kept in accordance with disposition guidelines provided in AR 25-400-2, Modern Army Records Keeping System.

Page 5, paragraph 3-3b. (Added), BCOs will requisition books of cards using DA Form 17, Requisitions for Publications and Blank Forms. Submit DA Form 17 to the Publications Stockroom in duplicate. Requisitions submitted one day will normally be ready for pick-up the next.

Page 6, paragraph 3-8a. (Added), Audit will be conducted by DOIM during scheduled Command Inspection. MCCO activity to be audited will be randomly selected. Those selected for audit will not receive the normal Command Inspection.

2. Post this supplement to the basic publication IAW DA Pam 25-40.
3. File this supplement in front of the basic publication.